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MOTOR VEHICLE ASSIGNMENT AND UTILIZATION SURVEY FORM
(Chauffeur Driven Vehicle)

1. Description of vehicle and office of assignment:

YEAR	MAKE	MODEL	ENGINE NUMBER	PROCURED	LICENSE NUMBER	OFFICE TO WHICH ASSIGNED	* AVERAGE DAILY MILEAGE, FY 53

* (Based on 22 days operation per month.)

2. Name and title of the individual in the office of assignment exercising direct control over the operation or use of the vehicle:

NAME TITLE

3. Does the individual listed above understand Public Law 600, 79th Congress, with reference to use of Government owned vehicles?

4. Purpose for which vehicle is used. (See Note # 1)

5. Is the vehicle used for Overt or Covert purposes?

6. Is the vehicle ever used for other than official purposes? If so, explain, justify and indicate method of reimbursement to Government, if any.

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7. Does this vehicle provide the most efficient motor vehicle support for the purpose or purposes for which used? _____YES _____NO. (If NO, indicate the type vehicle which would provide the most efficient support and the reasons therefor.)

8. Justification for assignment of:

a. Vehicle (See Note # 2)

b. Chauffeur (See Note # 3)

9. State security reasons, if any, which preclude showing origin and destination for each trip.

10. Records maintained in the office of assignment, if any. (See Note # 4)

(See Note # 5)

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NOTES (Chauffeur Driven Vehicle)

1 Include all purposes for which the vehicle is used.

2 Explain why the vehicle should be assigned to the office rather than obtained from the motor pool on a trip basis when required.

3 Explain why assignment of a chauffeur is required. Include, if applicable, any special or additional duties, other than chauffeuring, which are regularly assigned to the chauffeur.

4 Briefly describe any records maintained in the office of assignment with regard to:

a. Daily trips
b. Destination of trips
c. Number of miles per trip
d. Elapsed time per trip
e. Authority for trips

Also any other records which are maintained.

5 Signature and title.

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